



Department of Housing and Community Development
Rental Accommodations Division
Housing Resource Center
1800 Martin Luther King, Jr. Avenue, S.E.
Washington, D.C. 20020 | (202) 442-9505

Instructions for Completing Housing Provider's Disclosures to Applicant or Tenant

These instructions are to be used with a Housing Provider's Disclosures to Applicant or Tenant (RAD Form 3). This form applies to all rental units.

When to Use This Form. The Housing Provider's Disclosures to Applicant or Tenant is required for a housing provider to disclose certain information about a housing accommodation. Tenants must receive this form when they apply for a rental unit or if an application is not required, when a tenant enters into a lease or other rental agreement. Current tenants may request this information once per calendar year. When you provide an applicant with this form, you must provide this completed form with attachments (Forms 4, 5, the Tenant Bill of Rights, "What You Should Know About Rent Control" pamphlet for rent-stabilized units, and a DC Board of Elections Voter Registration Packet) within 10 business days. You must maintain the records of the information provided on this disclosure. Use of this Form 3 is required effective December 31, 2021.

If you require assistance, you may contact the Rental Accommodations Division on (202) 442-9505.

Completing the Housing Provider's Notice to Tenant of Rent Adjustment Form.

Date. Fill in the date you are completing the form.

Tenant or Applicant Name(s). Fill in all the names of the tenants or applicants who will be served with the form.

Tenant Address. Complete the tenant address or the unit for which the applicant is applying at the housing accommodation.

Registration or Exemption Number. Complete the property registration or exemption number.

Basic Business License Number. A housing provider must have a valid basic business license. Complete the basic business license number.

Certificate of Occupancy. If a housing accommodation consists of two (2) or more rental units, the housing provider must have a valid certificate of occupancy. Complete the certificate of occupancy number.

Box A, Housing Provider's Information.

Owner. Fill in the owner's name, street address (post office boxes are prohibited), city, state, zip code, telephone number, and email address.

Property Manager. If you have a property manager, fill in the property manager's name, street address (post office boxes are prohibited), city, state, zip code, telephone number, and email address.

Registered Agent for Service. If the housing accommodation owner is not a District of Columbia resident, fill in the registered agent's name, street address (post office boxes are prohibited), city, state, zip code, telephone number, and email address.

Additional Owner. Fill in the additional owner's name, street address (post office boxes are prohibited), city, state, zip code, telephone number, and email address. If there are more than 2

owners attach a separate sheet giving all additional owner's names, street addresses (post office boxes are prohibited), cities, states, zip codes, telephone numbers, and email addresses. **Name on Basic Business License.** Fill in the name of the party on the basic business license.

Box B, Property Information.

- Check the applicable box disclosing whether the rental unit is rent stabilized (commonly called "rent control") or if the rental unit is exempt from rent stabilization.
- Check the box identifying the rental unit type.
- Disclose the number of housing code violation notices of infraction or violations issued by the Department of Consumer and Regulatory Affairs (DCRA) and attach copies of the notices or violations.
- Disclose the number of unabated (not corrected) housing code violation notices of infraction or violations issued by DCRA and attach copies of the notices or violations.
- Check the box indicating whether you have knowledge that the mold levels in the housing accommodation at or above the threshold level set by the Department of Environment and Energy were in the rental unit or housing accommodation and have not been remediated by an indoor mold remediation professional and attach a description.

Box C, Rent and Other Costs.

- Fill in the current monthly rent charged for the rental unit.
- Fill in the monthly rent surcharge(s) for rent stabilized rental units if applicable.
- Check the box for how often the rent may be increased according to whether the unit is rent stabilized or is exempt from rent stabilization and the rent increases according the lease agreement or an affordability covenant or government subsidy contract.
- Check the box if the lease requires a security deposit. A security deposit must be less than or equal to the first month's rent charged.
- Fill in the security deposit amount.
- Check the box for if the security deposit is in a fixed interest rate account or the prevailing statement savings rate of a District of Columbia financial institution holding the deposit.

Owner's Signature. You will certify all the information provided as listed. Sign the form, print the housing provider's name, your capacity as signatory on the form, and the signature date.

Required Attachments. You must attach the following forms and information to the Housing Provider's Disclosures to Applicant or Tenant (Form 3): Rent History Disclosure (RAD Form 4), Notice of Access to Records (RAD Form 5), the Tenant Bill of Rights, for rent stabilized units only, "What You Should Know About Rent Control in the District of Columbia," and a DC Board of Elections Voter Registration Packet.

Service on Tenant(s) and Filing with RAD. You must serve the Housing Provider's Notice to Tenant of Rent Adjustment (Form 3) on each tenant by electronic mail (if authorized in advance by the tenant(s)), by mail, or by hand delivery. You must also file a copy of this form and the with Rent History (Form 4) after a vacancy adjustment is applied to a new tenant with the Rental Accommodations Division. Filing with the Rental Accommodations Division may be by hand delivery, mail, or by electronic mail to dhcd.rad@dc.gov. If filing with the Rental Accommodations Division by electronic mail, the form must be in a portable document format (PDF). You must submit one form per email with a limit of no more than ten (10) emailed filings per day.